

Encoding Controlled Terms in Archival Descriptions

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Presenters

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A webinar series on controlled vocabularies

- Two sets
 - Time zones from Europe to Oceania
 - Time zones from the Americas to Europe
- Three sessions each
 - Overview of controlled vocabulary use
 - Encoding controlled terms in archival description
 - Controlled vocabularies in practice



Introduction



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ArchivesSpace Agents Module Webinar

- Happening today!
- Will be made available at

<https://archivesspace.org/using-archivesspace/trainings>



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Controlled access terms and controlled vocabularies

- Access terms help discovering, identifying, and localising “things”
- Controlled access terms follow specific rules in their “construction”
- Controlled vocabularies provide the context for those rules
 - Process in place for the creation of terms and potential changes
 - Authorised
 - Available for (re-)use

Controlled Access and EAD



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At A Glance

- Controlled access headings can be added at collection (`<archdesc>`) or component (`<c>`) levels
- Controlled access headings are contained within a `<controlaccess>` wrapper element

Available Term Elements

<corpname>

<famname>

<function>

<genreform>

<geogname>

<occupation>

<persname>

<subject>

<title>



<controlaccess>

Formatting elements

<blockquote>

<chronlist>

<head>

<list>

<p>

<table>

Heading elements

<corpname>

<famname>

<function>

<genreform>

<geogname>

<occupation>

<persname>

<subject>

<title>

</controlaccess>



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Heading Elements

- Each element contains a single complete access point
 - Complex headings (e.g. LCSH, names with titles) are included!
- Element text should match the controlled heading
 - E.g. use “Kermit, the Frog” and not “Kermit”
 - Headings should reflect their current form

EAD2002 Elements

- Full heading goes into the controlled access term element

```
<controlaccess>
```

```
  <persname>Kermit, the Frog</persname>
```

```
  <subject>Muppets (Fictitious characters) --  
  Drama</subject>
```

```
  <persname>Kermit, the Frog -- Before you leap</persname>
```

```
</controlaccess>
```



Heading Attributes

- Attributes are used for detailed information about the heading
 - Technical information
 - Source
 - Identifier
 - MARC mapping
 - Relationship to the materials being described

Sample Heading

- Personal Name
 - Kermit, the Frog
 - Identifier: no2013055922
 - Source: LCNAF
 - Rules: RDA
 - Relationship: Creator
 - MARC mapping: 700

EAD2002 Attributes

- Personal Name
 - Kermit, the Frog
 - `authfilenumber: no2013055922`
 - `source: LCNAF`
 - `rules: RDA`
 - `role: Creator`
 - `encodinganalog: 700`

EAD2002 - Putting It Together

```
<persname authfilenumber="no2013055922" source="naf"  
rules="rda" encodinganalog="700"  
role="creator">Kermit, the Frog</persname>
```

```
<subject source="lcsh" encodinganalog="600">Muppets  
(Fictitious characters) -- Drama</subject>
```



EAD3 Elements

- Introduction of `<part>` subelement
 - Term elements no longer contain text themselves
 - Used to subdivide terms within `<controlaccess>`
 - E.g. `<persname>` contains one or more `<part>`
 - Division can be as coarse/granular as needed

EAD3 <part> Examples

```
<controlaccess>
```

```
  <subject>
```

```
    <part>Muppets (Fictitious characters)</part>
```

```
    <part>Drama</part>
```

```
  </subject>
```

```
</controlaccess>
```



EAD3 <part> Examples

```
<controlaccess>
```

```
  <persname>
```

```
    <part>Kermit</part>
```

```
    <part>the Frog</part>
```

```
  </persname>
```

```
</controlaccess>
```



EAD3 Term Attributes

- Personal Name
 - Kermit, the Frog
 - **identifier:** no2013055922
 - **source:** LCNAF
 - **rules:** RDA
 - **relator:** Creator
 - **encodinganalog:** 700

EAD3 - Putting It Together

```
<persname identifier="no2013055922" source="naf" rules="rda"  
encodinganalog="700" relator="creator">
```

```
    <part>Kermit, the Frog</part>
```

```
</persname>
```

```
<subject source="lcsh" encodinganalog="650">
```

```
    <part encodinganalog="a">Muppets (Fictitious characters)</part>
```

```
    <part encodinganalog="v">Drama</subject>
```

```
</subject>
```



EAD3 - Putting It Together

```
<persname>
```

```
  <part encodinganalog="a" identifier="no2013055922"  
source="naf" rules="rda">Kermit, the Frog</part>
```

```
  <part encodinganalog="t">Before you leap</part>
```

```
</persname>
```



Controlled access terms and relations - the Encoded Archival Context (EAC-CPF)



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What is EAC-CPF?

- “Encoded Archival Context–Corporate Bodies, Persons, and Families”: SAA standard since 2011
- XML schema to encode descriptions of CPF entities and their relationships with one another or with other entities, e.g. resources
- Implementation of ISAAR-CPF (ICA standard since 1996)
- v2 released 2022
- <https://eac.staatsbibliothek-berlin.de/>



<EAC-CPF>

Home

Schemata and Tag Library

EAC-CPF 2.0 background

News and Announcements

Related Standards

Community and Support



Staatsbibliothek
zu Berlin
Preußischer Kulturbesitz

WELCOME TO THE EAC-CPF HOMEPAGE

Encoded Archival Context for Corporate Bodies, Persons, and Families – EAC-CPF – is an XML-Schema for the [International Standard Archival Authority Record for Corporate Bodies, Persons and Families, 2nd Edition, 2003](#). It is used closely in association with [Encoded Archival Description \(EAD\)](#), an [XML-Schema](#) for encoding archival finding aids, but not limited to it.

In 2011 EAC-CPF became an adopted standard of the [Society of American Archivists \(SAA\)](#). A Technical Subcommittee (TS-EAC-CPF) was established under the SAA's Standards Committee. In 2015 the Technical Subcommittees on EAD and EAC-CPF were merged to form the [Technical Subcommittee on Encoded Archival Standards \(TS-EAS\)](#), responsible for the ongoing maintenance of EAD and EAC-CPF.

The first major revision of EAC-CPF started in 2017 and was approved and released in 2022 as EAC-CPF 2.0. The standard is compliant with ISAAR(CPF) and closely related to EAD3. See the section on [EAC-CPF 2.0 background](#) for more details regarding the revision process.

This website informs about the EAC-CPF Schema, its background, context, and use. Questions or remarks concerning this standard can be send to the [EAD-Mailinglist](#).

Search



RECENT NEWS

Webinar: Introducing the new version of the Encoded Archival Context – Corporate bodies, Persons, and Families (EAC-CPF) standard

19. October 2022 - 12:22

EAC-CPF 2.0 release ahead

12. July 2022 - 7:44

EAC-CPF 2.0 submitted to SAA for approval

29. March 2022 - 10:32

First Chinese translation of an EAS Tag Library available for EAC-CPF

9. February 2022 - 10:30

Webinar: Introducing revisions to the Encoded Archival Context – Corporate bodies, Persons, and Families (EAC-CPF) standard

9. April 2024 - 10:30

What's required in EAC-CPF?

- control
 - @maintenanceStatus
 - recordID
 - maintenanceAgency
 - maintenanceHistory
- cpfDescription
 - identity
 - entityType
 - nameEntry

```
<control maintenanceStatus="new">
  <recordId>https://kalliope-verbund.info/gnd/118584618</recordId>
  <maintenanceAgency countryCode="DE">
    <agencyCode status="authorized">DE-611</agencyCode>
    <agencyName>Staatsbibliothek zu Berlin - Preußischer Kulturbesitz,
      Kalliope-Verbund</agencyName>
  </maintenanceAgency>
  <maintenanceHistory>
    <maintenanceEvent maintenanceEventType="created">
      <agent agentType="human">DE-101</agent>
      <eventDateTime standardDateTime="1988-07-01"/>
    </maintenanceEvent>
    <maintenanceEvent maintenanceEventType="revised">
      <agent agentType="human">1400</agent>
      <eventDateTime standardDateTime="2015-10-15"/>
    </maintenanceEvent>
  </maintenanceHistory>
</control>
```

Example gratefully lifted from

https://github.com/SAA-SDT/EAS-Best-Practices/blob/main/_examples/eaccpf-mozart.xml



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<cpfDescription>

<identity>

<entityType value="family"/>

<nameEntry status="authorized">

<part localType="100\$a">Mozart</part>

<part localType="100\$c">Familie : 17.-19. Jh.</part>

</nameEntry>

</identity>

</cpfDescription>

Example gratefully lifted from
https://github.com/SAA-SDT/EAS-Best-Practices/blob/main/_examples/eaccpf-mozart.xml



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Value-added EAC-CPF

- <description>
 - <functions> and <occupations>
 - <places>
 - <existDates>
 - etc.
- <relations> with repeatable <relation> elements incl.
 - <targetEntity>
 - <relationType>
 - <targetRole>

<relations>

<relation>

```
<targetEntity targetType="person" valueURI="https://d-nb.info/gnd/118584596"
vocabularySource="GND" vocabularySourceURI="https://d-nb.info/gnd/">
  <part localType="https://d-nb.info/standards/elementset/gnd#personalName"
  localTypeDeclarationReference="GNDO">Mozart, Wolfgang Amadeus</part>
  <part localType="https://d-nb.info/standards/elementset/gnd#dateOfBirthAndDeath"
  localTypeDeclarationReference="GNDO">1756-1791</part>
</targetEntity>
<relationType valueURI="https://d-nb.info/standards/elementset/gnd#memberOfTheFamily"
vocabularySource="GNDO"
vocabularySourceURI="https://d-nb.info/standards/elementset/gnd#">
family member</relationType>
</relation>
```

</relations>

Example gratefully adapted from

https://github.com/SAA-SDT/EAS-Best-Practices/blob/main/_examples/eaccpf-mozart.xml



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EAC-CPF and ArchivesSpace



<https://archivesspace.org>



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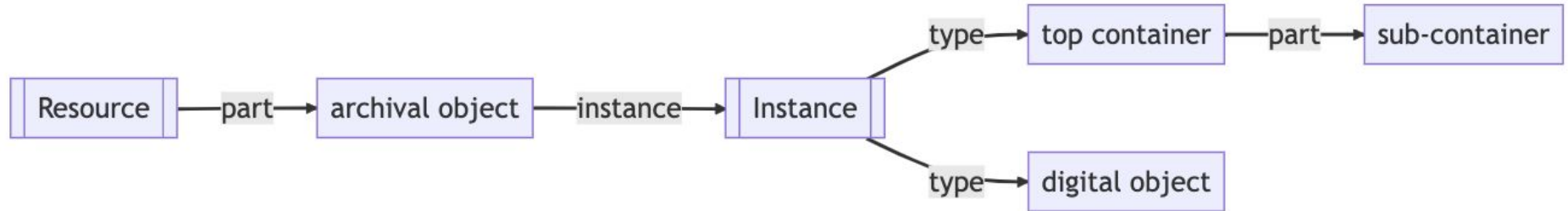
What is ArchivesSpace?

- data management system for archival metadata
- open-source
- community-supported
- Lyris serves as its organizational home

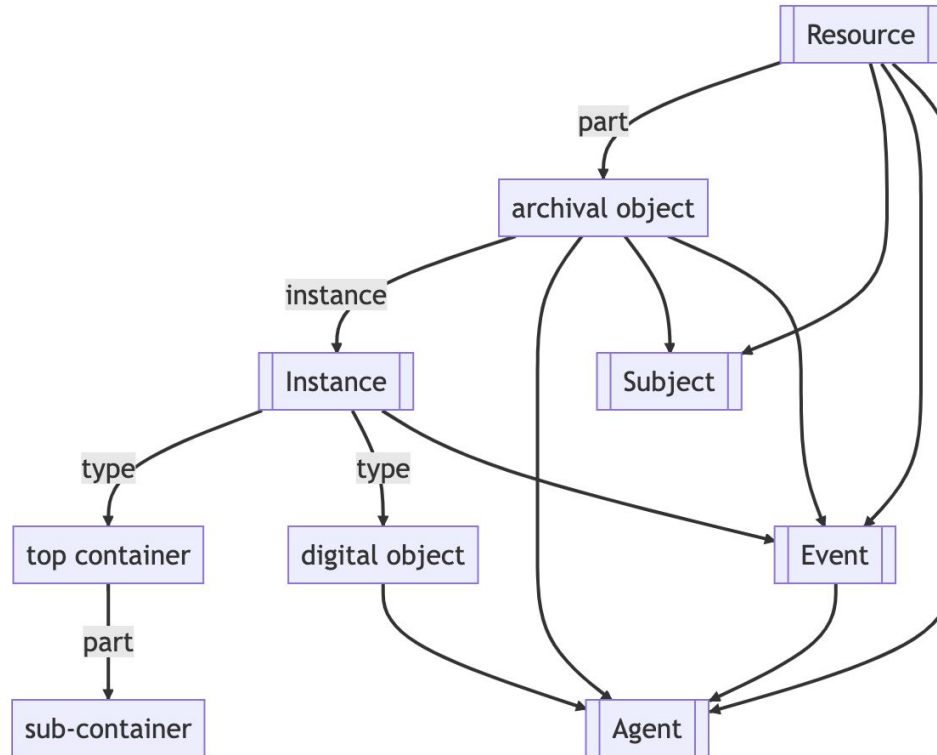
ArchivesSpace Background

- developed starting 2009
- partner institutions NYU, UC San Diego, and UI Urbana-Champaign
- funded by the Andrew W. Mellon Foundation
- merged Archivists' Toolkit and Archon into one application
- ArchivesSpace 1.0 released 2013
- now on v3.3

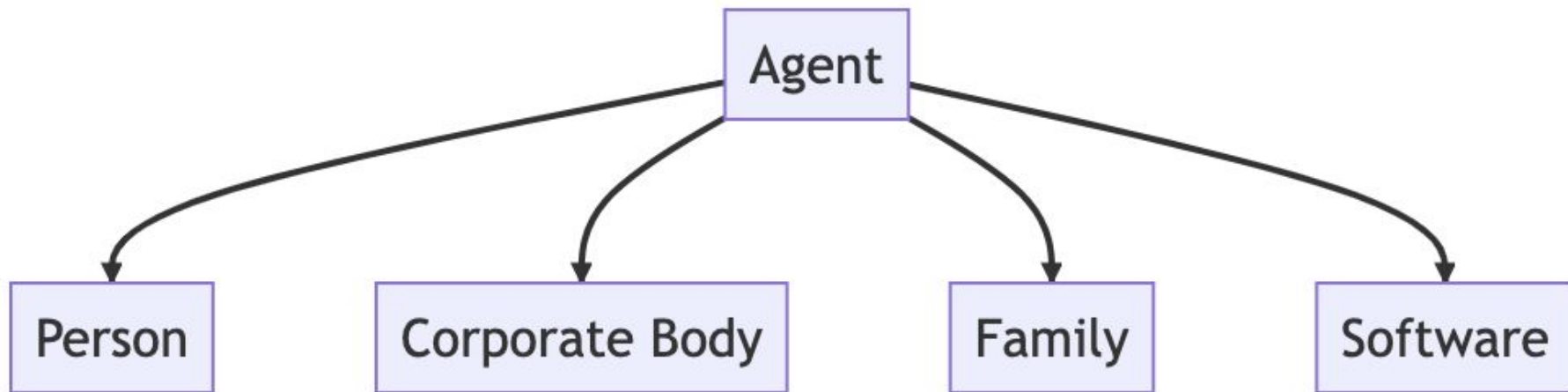
ArchivesSpace: Major Entities



ArchivesSpace: Major Entities



ASpace Agent Types



ASpace Agent: what's required?

- Agent Type: implicit
- Control section:
 - Record ID, Record Source
 - Maintenance Event Status, Type, Date, Agent, Agent Type
- Name Form
 - Name order
 - Primary part of name (or family name)

Identity Information

Entity IDs

Add Entity ID



Name Forms

Add Name Form



Authorized

Display Name



Authority ID

Source



Rules



Name Order *

Indirect



Prefix

Title

Primary Part of Name *

Value-added ASpace Agent

Description Information

Dates of Existence

Add Date ?

Genders

Add Gender ?

Places

Add Place ?

Occupations

Add Occupation ?

Functions

Add Function ?

Topics

Add Topic ?

Languages Used

Add Language ?



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Value-added ASpace Agent

Relation Information

Related External Resources

Add Related External Resource



Related Agents

Add Related Agent



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Linking an Agent Record to another ASpace Record

Agent Links

Add Agent Link

Role *

Relator

Agents *

✓

Creator

Source

Subject



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Agent to EAC-CPF Export Mapping

Recod Identifier	<recordID>
Maintenance Status	<maintenanceStatus>
Maintenance Event Type	<eventType>
Event Date	<eventDateTime>
Maintenance Event Agent	<agent>
Maintenance Event Agent Type	<agentType>

Agent Type	<entityType>
Entity ID	<entityID>
Source	@source
Primary Part of Name	<nameEntry>/<part>
Dates of Existence Date Type	@localType="existence"
DoE Begin Date Expression	<fromDate>
DoE Begin Standardized Date Type	@standardDate
DoE Begin Standardized Date	@standardDate/data()



Agent to EAD Export Mapping

Aspace	EAD2002	EAD3
Agent: Person	<persname>	<persname>
Agent: Corporate Body	<corpname>	<corpname>
Agent: Family	<famname>	<famname>
Agent: Software	<name>	<name>
Agent rules	@rules	@rules
Agent authority ID	@authfilenumber	@identifier
Agent role = "subject"	<controlaccess>*/@label	<controlaccess>*/@label
Agent role = "creator"	<origination>*/@label	<origination>*/@label
Agent relator	@role	@relator
Agent (primary) part of name	*/text()	<part>

ASpace Subject: what's required?

- Term
- Source (controlled value)
- Type (controlled value)

Basic Information

Authority ID

Source *

Scope Note

* Terms and Subdivisions

Add Term/Subdivision

Term *

Type *



- ✓
- Cultural context
- Function
- Genre / Form
- Geographic
- Occupation
- Style / Period
- Technique
- Temporal
- Topical
- Uniform Title

External Document

Metadata Rights

External IDs



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Adding Subdivisions

Terms and Subdivisions

Term	Type
Abolitionists	Topical
United States	Geographic
History	Topical
19th century	Temporal
Correspondence	Genre / Form

Subject Export Mapping

Aspace	EAD2002	EAD3
Subject Term	*/text()	<part>
Subject Source	@source	@source
Subject Type: Cultural context	<geogname>	<geogname>
Subject Type: Function	<function>	<function>
Subject Type: Genre/Form	<genreform>	<genreform>
Subject Type: Geographic	<geogname>	<geogname>

Aspace	EAD2002	EAD3
Subject Type: Occupation	<occupation>	<occupation>
Subject Type: Style/Period	<genreform>	<genreform>
Subject Type: Technique	NULL	NULL
Subject Type: Temporal	NULL	NULL
Subject Type: Topical	<subject>	<subject>
Subject Type: Uniform title	<title>	<title>

ASpace Import and Export

- ASpace will create Agent and Subject entities from EAD imports
 - Agents will lack control fields
 - that means they will be invalid against CPF
 - Subjects will be unstructured
- ASpace 3.3 supports
 - import and export of CPF v1 only
 - import and export of EAD2002
 - export only of EAD3

Resources

- EAD tag libraries: <https://loc.gov/ead/>
- EAC-CPF tag library:
<https://eac.staatsbibliothek-berlin.de/schemata-and-tag-library/>
- Webinar on EAC-CPF 2.0: <https://www.youtube.com/watch?v=di1cAZIfvG4>
- Webinar on the revised ASpace Agents module:
https://www.youtube.com/watch?v=SRLfUR6_6bA
- Webinar on using ASpace to create EAC-CPF: <https://youtu.be/Pbo8tzFd7xl>
- Social Network and Archival Context: <https://snaccooperative.org/>
- Webinar on ASpace SNAC plugin:
<https://www.youtube.com/watch?v=na9BJcWbmUg>



Do you use access terms in EAD?

Please take this 1-minute

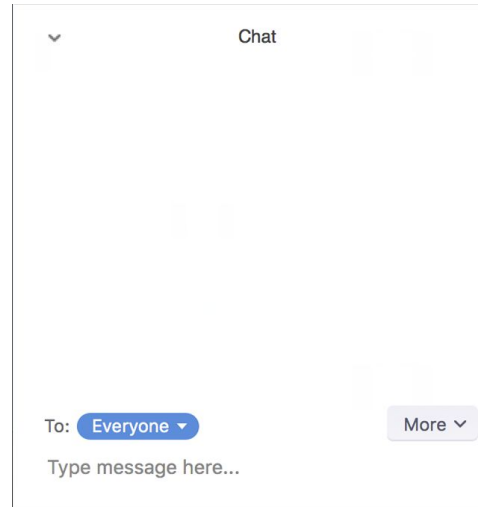
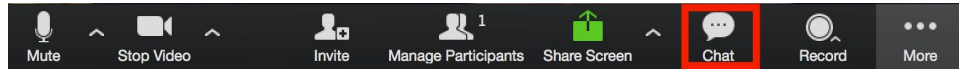
Survey

to inform future standard revisions



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Use **chat** for questions

Thanks!

The recording will be available on YouTube:

<https://www.youtube.com/@SocietyofAmericanArchivists>



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